

**Minutes of the
SPECIAL MEETING OF THE BOARD OF SELECTMEN
Tuesday, March 7, 2017 @6:00 p.m.
TOWN OFFICE BUILDING**

A Special Meeting of the Board of Selectmen was called to order at 6:08 p.m. by Selectwoman lino. In attendance were Selectman Lou Annino Jr, Selectman Fred Dudek and Finance Director Regina Regolo. Town resident Philip Stull arrived at 6:45 p.m.

A motion was made by First Selectwoman lino, seconded by Selectman Dudek to approve the minutes of February 27, 2017. Motion carried unanimously.

The board gave a final review to proposed operating budget for FY2017/2018.

First Selectwoman lino asked the board to consider funding two new line items: Facilities Manager and Economic Development Consultant. With regard to Facilities Manager, Selectman Annino recognized the need but felt that the needs could be met using existing staff. Both Selectman Annino and Selectman Dudek were not in support of funding a new line item for Economic Development Consultant. Both felt that this should fall under the purview of Planning & Zoning and that the Board of Selectmen should formally approach Planning & Zoning to express their concerns about the town's needs in this area.

The board discussed the duties and compensation for the position of Administrative Assistant to the Selectmen. First Selectwoman lino presented job descriptions and salary survey results for executive administrative assistants in towns within our population cohort; she argued that these comparisons show that Killingworth's position should be considered a higher level position than it had been previously been. Selectmen Dudek and Annino said that they needed stronger evidence that the position met the criteria for a higher level position. The board agreed that the joint committee on compensation, which last met in 2014, should be reconvened regularly to conduct a comprehensive and complete review of all positions. For the present, the board increased the salary line for the position by 5% for fiscal year 17/18. Selectmen Dudek and Annino recognized the current administrative assistant's superior performance but urged Selectwoman lino to provide documentation for future requests.

The board made the following adjustments to departmental and agency requests:

- Increased "Assessor Administrative Assistant – Salary " by \$443
- Reduced "Tax Collector – Salary " by \$732
- Reduced "Town Clerk – Salary" by \$525
- Reduced "Fire Company" by \$9,750
- Reduced "Resident State Trooper Assessment" by \$17,000
- Reduced "Carting & Disposal Expense" by \$7,500
- Reduced "Bulky Waste Disposal" by \$1,200
- Reduced "Public Health Agency" by \$300

- Reduced “Parmelee Farm Committee” by \$2,400
- Reduced “H-K Youth & Family Services” by \$19,250
- Reduced “Middlesex County Substance Abuse” by \$475

The board reviewed the proposed capital projects budget and made the following changes:

- Deferred “Baseball Field – KRP Phase II” for \$250,000
- Deferred “KVFC – Radios & Communications Equipment” for \$300,000
- Reduced “Repair Concrete Floor on PW Garage” by \$15,000

Motion by lino, seconded by Annino, to authorize Catherine lino, to present to the Board of Finance on Tuesday, March 14, 2017, the Operating Budget for Fiscal Year 2017/2018 in the amount of \$5,249,607. Voting in favor - lino, Annino, Dudek. Opposed – none. Motion carried

Motion by lino, second by Dudek, to authorize Catherine lino, to present to the Board of Finance on Tuesday, March 14, 2017, the Capital Budget for Fiscal Year 2017/2018 in the amount of \$1,297,000. Voting in favor - lino, Annino, Dudek. Opposed – none. Motion carried.

Selectwoman lino reminded the board that the regular selectmen’s meeting in April will be on the 3rd Monday rather than the 2nd Monday due to Passover. This will tighten the schedule for budget approval process. The Board of Finance will need to present its changes at the April 17th Board of Selectmen meeting. The Board of Finance’s public hearing will be held on April 24th and tentative date for publishing the recommended budget in the Source is May 4th. The Annual Town Meeting will be held on May 15th. There may be a need to call a special meetings to get the appropriate approvals in place to keep us on schedule.

The Board will meet again next Monday, March 13, 2017 at 7 p.m. The board will review the updated Multi-Year Capital Improvement plan at that meeting.

Motion by lino to adjourn, seconded by Annino at 8:20 pm. Voting in favor – lino, Annino, Dudek. Opposed – none. Motion carried.

Respectfully submitted,

Regina Regolo
Acting Recording Secretary